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MEMORANDUM FOR: Instructors

SUBJECT : George Washington University Off-Campus  
Program at Headquarters Building

1. For your general information and future guidance I am transmitting some facts and observations about the background and conduct of the new after-hours program of this Agency, operating under auspices of GWU's College of General Studies as one of their off-campus facilities.

2. First, OTR initiated this program as another convenient means to carry out the individual employee's responsibility for "self-improvement" as viewed by Congress and so set forth in the preamble to the Government Employees Training Act. However, OTR planned that the program should get under way in Fall, 1962. Credit for our earlier start belongs to [redacted] now participating as one of our instructors. Thanks to Jim's views, it looks like we have now overcome any difficulties associated with accelerating our originally planned start. The project has Office of Security approval and most of the essential items of security or cover concern were disseminated as an integral part of OTR Special Bulletin [redacted] dated 19 January 1962. I think you as instructors should also be apprised of these additional points, which appear in paragraph 2 of the Memorandum of Understanding between OTR and OS:

"a. GWU will be allowed to list CIA, Langley, Virginia in their catalogs and bulletins as one of its off-campus branches, with R/TR identified as Training Officer for the Agency program."

.....

"e. Instructors will have academic latitude in handling courses within the framework of outline as indicated in the OTR Bulletin, January 1962 and the bulletins of GWU's College of General Studies."

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"m. GWU's contact with students will be through [REDACTED] Registrar, OTR."

. . . . .

"o. Instructors - Overt Staff Employees will clear through [REDACTED] EAB via regular channels and the Registrar, OTR."

3. The Deputy Director (Support) has given his approval to all OTR policy recommendations for this program, with the understanding that DD/S approval will be obtained prior to the use of outside instructors and that dependents will not be enrolled in these courses.

Among the OTR policy recommendations which were approved are:

. . . . .

"b. In subsequent semesters, should needs and continued interest justify, the program may be extended to include offerings of the Off-Campus Division of American University."

. . . . .

"d. The Office of Training may, only in rare cases, sponsor participants in this program for whom significant justification is given by appropriate officials. When this occurs, sponsorship will be by reimbursement only, but justification must reach OTR before registration."

4. On the latter point, appropriate justification was accepted from Office Heads in two cases. In two other instances, the Registrar Staff has diverted approved requests for external training from outside facilities to our less costly after-hours program. Otherwise, all of your enrollees are investing their own money in furthering their personal educational goals.

5. This proposed program was also discussed at the Deputies' Meeting of 25 January 1962, so I am attaching a copy of Action Memorandum #5 for your authority to implement the suggestion of DCI, as developments warrant.

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6. Now for some procedural details:

a. Please be sure that each student has a College of General Studies "Permit to Enter Class", and that you do not transmit to GWU any business phone other than my extension [REDACTED]. The Office of Security requests that you erase or obliterate any other extensions.

b. Inform me of your classroom needs, which you can not reasonably provide through your own resources. Until we move to OTR classrooms, we are guests of the facility on a "loan" basis. Continued use depends upon restoration and policing of the premises.

c. After the first meeting night, you may change classrooms or adjust meeting time -- but only after informing me previously, please. We have freedom to use 1-E-74 or 5-E-62 or 5-E-60 (the latter is an OP conference room which accommodates about 10 people). Only the Accounting class has permission to use 6-E-77. Time adjustments, of a few minutes one way or the other, still must add up to 150 minutes of instructor-student contact.

d. You will surely want and I, as GWU's contact with students, will require, classified roster indicating Agency extensions. Preferably this special roster should also indicate an Office or Division such as OCI, AF, etc., so that I can inform interested parties about the degree of their employees participation or to aid me in running down changes in telephone extensions when GWU contacts are needed.

7. OTR's role in this program is a limited one, but I hope a helpful one. Primarily, you are the program -- as GWU instructors -- and its success as an academic enterprise is your personal responsibility. Now that program policy has been established, our support is limited to admissions, information and publicity about the program, providing facilities for registering, and furnishing classrooms, (after OTR is relocated). Additionally, the Office of Security requires that I serve as contact point and Agency Training Officer with GWU and propose instructor-applicants to the University. (Incidentally, Don McNelis, has now been appointed as GWU's Training Coordinator to work with the Agency program on a continuing basis.)

8. Through the medium of this memorandum, I have also been asked by an OTR Librarian to ascertain your plans with respect to supplementary reading. Will you have some? If so, how many books or copies do you expect to have? Where do you expect to have them

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stored? How do you propose that they get paid for, if the Library is requested to obtain them? Let me know your thoughts so I can aid OGR in determining the dimensions of this problem, or whether a problem situation is even created.

9. As we start out, with a few unresolved matters, our academic goals seem well identified. These are to complete prerequisite requirements of the Associate of Arts level at an early opportunity, and strive toward offering a program aimed at attaining graduate level status -- possibly a Master of Arts in International Affairs.

10. Meanwhile, our immediate objective is to launch a successful first semester. Plans for a second semester -- whether it should be a summer program or postponed until next fall -- should await OTR's relocation.

  
Registrar  
Office of Training

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Attachment: As stated above

cc: 

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